



Department of Energy

Washington, DC 20585

July 26, 2004

MEMORANDUM FOR DISTRIBUTION

FROM: 
DEAN G. OLSON, ACTING DIRECTOR
ENERGY FINANCE AND ACCOUNTING SERVICE CENTER

Subject: Capturing Energy Finance and Accounting Service Center Labor Costs

Ensuring accurate cost information for the activities performed by the Energy Finance and Accounting Service Center (EFASC) is important and required for both the Headquarters and field elements of EFASC. Based on discussions with the involved offices, a decision was made to use a unique local use value in the Standard Accounting and Reporting System (STARS) to capture EFASC labor costs. A job order code (MEO001) was recently established in the Automated Time and Attendance Production System (ATAAPS) to permit the accumulation of personnel costs during the FY 2004 MEO phase-in period. Since several offices would have required programming changes to implement cost capture in the legacy system, it was agreed FY 2004 EFASC personnel costs would be accumulated by job order in the Labor Distribution System only. The local use field will be available for accumulating EFASC costs in STARS upon system deployment.

Please ensure timekeepers for individuals who may charge time to the EFASC are alerted to the new code. Timekeepers may want to review the procedures for using the ATAAPS Favorite list function at <https://ataaps2.doe.gov/ataaps/help/managingfavorites.html> and it is recommended that timekeepers set Favorites Required for each employee. EFASC employees should also be made aware of their responsibilities for accurately reporting their EFASC time to their timekeepers.

Field CFOs will be responsible for ensuring that the ATAAPS job order code is used properly to accurately report personnel costs incurred by the EFASC. During the EFASC phase-in period, these personnel costs would include EFASC transition planning efforts and employee time spent in STARS training following their assignment to the EFASC. In Germantown, employees hired above the ME-12 and ME-14 authorized staff ceilings for FY 2004 will also be charged to the EFASC. Sufficient documentation should be maintained to support the hours charged to the EFASC job order code as it is expected that periodic reviews of these costs will be performed.

Any questions regarding ATAAPS favorite lists should be referred to Jerry Odegard at (301) 903-4934. Questions regarding the costs chargeable to the MEO should be directed to Rick Loyd at (301) 903-4190.



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As of July 21, 2004